

JOB DESCRIPTION – DEVELOPMENT DIRECTOR

**Cat Haven Inc.
Cat Haven Adoption Center**

Reports To: Executive Director
Part Time/Full Time: Full Time
Compensation: Commensurate with Experience

OBJECTIVE

To reduce the number of homeless and unwanted cats and kittens in the greater Baton Rouge area by developing and maintaining Cat Haven's human, monetary and marketing resources so that we can continue to find good homes for as many cats and kittens as possible.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Volunteers
 - a. Recruit volunteers and arrange orientation as appropriate
 - b. Manage Volgistics database and maintain weekly communications
 - c. Develop and administer program for volunteer recognition
2. Development
 - a. Develop and implement annual fundraising plan
 - i. Fundraising events
 - ii. Annual giving campaigns
 - iii. Charitable gaming
 - iv. Grants
 - v. Other recurring revenue
 - b. Manage donor database and ongoing donor relationships
 - i. Acknowledge donations
 - ii. Develop and send requests for donations (both periodic and special needs)
 - c. Identify donor prospects and implement strategy to ask for and receive their support
3. Marketing
 - a. Develop and implement media plan to improve community awareness via:
 - i. Print media
 - ii. TV and radio
 - iii. Social media
 - b. Produce periodic newsletters (electronic and print)
 - c. Plan and staff community events
4. Shared responsibilities (with operations personnel)
 - a. Answer phone inquiries
 - b. As needed, assist visitors to the CHAC with adoptions or other questions

SUPERVISORY RESPONSIBILITIES

Develop volunteers for fundraising/marketing efforts. Supervise volunteers and delegate work assignments. Monitor performance.

WORK ENVIRONMENT AND SCHEDULE

Employee will work primarily at the Cat Haven Adoption Center, but will also spend time at off-site event venues. Employee will be required to travel to meetings and other functions.

Work schedule will include weekends and some time spent after usual business hours.

QUALIFICATION REQUIREMENTS

Education and/or Experience:

1. College degree with specialization relevant to marketing and fundraising;
2. Superior writing skills;
3. Graphic design knowledge/experience a plus.

Necessary Knowledge, Skills and Abilities:

1. Ability to establish and maintain effective working relationships with subordinates, peers, supervisors, board members, other animal welfare organizations, individual donors and funding organizations.
2. Ability to exercise sound judgment in evaluating situations and in making decisions.
3. Ability to effectively present information to Executive Director, public groups and/or Boards of Directors.
4. Ability to master software programs/databases, including PetPoint, Fundraiser, Quickbooks, Volgistics and Microsoft Office applications.
5. Ability to operate tools and equipment as required, including: first aid equipment, office equipment, personal computer.
6. Ability to handle animals safely when necessary, with a working knowledge of restraint and care techniques.
7. Ability to take good photographs via phone to transmit for posting on Facebook, other sites.

Physical Demands:

1. Employee will frequently be required to stand, walk, sit, stoop, kneel, reach with hands and arms, climb and balance.
2. Employee must have close vision for computer work.
3. Employee must regularly lift and/or move up to 15 pounds.

Other:

1. Employee must have own automobile available for use in their job duties and a valid driver's license and proof of insurance.
2. Employee must be willing to use personal cell phone for photography and to receive phone calls and text messages related to job duties.

Please submit resume and a cover letter to:

Wendy Decker
wdecker@cathaven.org